

**Mayor and Council
Town Of Middletown
19 W. Green Street, Middletown, DE 19709
(302) 378-2711 FAX (302) 378-1167**

Job Title: Energy Services Manager
Department: Electric
Reports To: Public Works Director
FLSA Status: Exempt

Summary:

Responsible for the administration of a comprehensive energy management program for the Town of Middletown.

Essential Duties and Responsibilities:

1. Prepares, maintains and updates a Capital Improvement Plan for the electric department.
2. Assist the Public Works Director and Electric Department Foreman with the preparation of the annual operation and capital budget.
3. DEMEC liaison for all energy related matters.
4. Delmarva liaison for agreements and matters related to the Town.
5. Implement and maintain ARC Flash program.
6. Monitor, analyze and advise Town Officials in all matters relating to renewable energy and its impact on the Town.
7. Maintain, manage and analyze data related to the AMI framework.
8. Prepare, maintain, and analyze a database for all electrical outages. Advise the Public Works Director as necessary.
9. Monitor, analyze and advise the Public Works Director in all matters related to green energy, demand response, power factor, and loss factor.
10. Maintain the Annual EIA Form 861.
11. Coordinate with Delmarva concerning matters related to interconnection/customer transfer.
12. Ensure customers are in correct billing category and their billing data is accurate.
13. Apply and maintain records for DEMEC, RP3, local, state and federal agencies.
14. Stays apprised of state and federal regulations pertaining to meter operations, and all matters related to the Town's electric department.
15. Coordinates with contractors, engineers and governmental agencies as required or directed.
16. Maintains records as required by state, local and regulatory agencies.
17. Prepares and compiles information relating to contracts, specifications, bids, cost estimates and material pricing. Makes recommendations to Town Officials as requested or needed.
18. Administer the policies and procedures, and recommend revisions to the Municipal Electric Department Rules and Regulations.
19. Assist the Electric Department Foreman with matters related to new development including billing of infrastructure.
20. Assist the Town Manager and Finance Director with the tariff and rate design.
21. Performs other duties pertaining to municipal operations as directed by the Mayor, Council, Town Manager, or the Public Works Director.

Competencies:

- Thorough knowledge of the principles and practices relating to underground and overhead power distribution systems and substations.
- Thorough knowledge relating to contract development and administration.
- Effectively and professionally able to communicate with elected officials, design professionals, contractors, vendors, regulatory agencies and the public both orally and in writing.
- Thorough knowledge in developing/implementing policies and procedures, determining rates, analyzing data, and preparing reports.
- Ability to assess, analyze, and solve complex problems and identify solutions.
- Thorough knowledge of occupational hazards and safety requirements pertaining to all department functions and work zone safety.
- Ability to read and interpret blueprints and shop drawings.
- Ability to establish effective working relationships with DEMEC, commercial and industrial customers, contractors, peers, and the public.
- Proficiency with Microsoft Office software.

Education and/or Experience:

- Bachelor's degree in related field, engineering preferred.
- A minimum of ten years professional experience in the field.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is frequently required to stand, walk and sit, stoop, kneel, crouch, or crawl and taste or smell.
- The employee is occasionally required to climb or balance.
- The employee must frequently lift and/or move up to 55 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to energized electrical equipment.
- The employee is frequently exposed to wet and/or humid conditions; high, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration.
- The noise level in the work environment ranges from moderate to loud.

Effective 6/2020